DOCUMENTATION FOR THE USE OF EXAM COMPUTATIONAL SYSTEM

INTRODUCTION:

This documentation is abridged. Changes will be made to it from time to time as more features are added to the app. Users are encouraged to always check the document any time there they see new features. Kindly notify us of typos. Thank you

TABLE OF CONTENT

1. **HOW TO REGISTER A USER:**
   - There are two levels of access privileges staff and admin
   - Only an admin can create other users
   - Having login as admin, from the Dashboard, select **Create** menu from the menu list
   - Select **Create Users** from the drop down
   - Fill the displayed form

Figure 1: Create New User

Note: the Phone Number, Email and Signature fields are not mandatory. However, the signature is used to automatically sign the results of students in the staff assigned class and the email is used for password recovery.

Also, numbers are not allowed as staff names same as alphabetic characters are not allowed as contact and staff names cannot be used as password.

Staff are encouraged to change their default assigned password after first sign-in.

2. HOW TO SUSPEND/ACTIVATE, ASSIGN CLASSES AND DELETE USERS
   - Below the Create New User Dialog is a dialog showing all the users of the system
   - It shows the staff name, role, status, classes, link to suspend/activate and delete button.
   - The role indicates whether a user is an admin or user
   - The status indicate whether the user's account is active or suspended

Figure 2: Users accounts and their status

- The classes list out all the classes that a particular user has access to. An admin has access to all classes.
- If a users' account is active, the suspend icon appears here and if a user account is suspended, the activate button is shown. If you want to suspend an account, click the account's corresponding suspend icon and a confirmation window display requesting you to confirm if you really want to suspend the account. Once confirmed, the account will be suspended. Follow the same procedure to activate a suspended account.
- To assign more classes to a staff, click the add/remove icon for the account, and a new window will display showing the staff details with a list of classes the user has access to, list of classes that can be added. Select any classes and click add. To remove a users' access to classes, click the remove corresponding icon for that class in the displayed list. See figure 3 below.

Figure 3: Staff details.

- To delete a user, click the corresponding delete icon on the account (figure 2) and you will be asked to confirm. Once confirmed, the account will be deleted

3. CREATING CLASSES
- An admin can create and delete classes
- To create a class, select Create, then Create Class from the submenu.
- Class names do follow a convention used in the school eg JSS1A, JSSA1A. See figure below

Figure 4: Creating and deleting classes

- To delete class(es), select the checkbox for the class accordingly and click the Delete button. Once you confirmed on the dialog box that will appear, the class(es) will be deleted.
- Do note that, if the class has students registered in it, those students can only be found through search or all students.

4. CREATING AND DELETING SUBJECTS

- Follow the same steps as creating a class to create and delete subjects.

5. CREATING SESSIONS AND SETTING THEIR STATUS

- To create session, select Create Session from the Create Menu
- Input the session name and select its status and submit
- The Editable Status indicate that, students can be registered for the session, scores can be inserted, and other information can be edited for the session.
- The Viewable Status of a session indicates that, information such as results can only be viewed but not edited, results analysis, student's information, students in a class and any other information but cannot be edited.
- The adjacent dialog to Create Session lists all sessions and their corresponding status. Use the buttons to delete a session, make a session editable or only viewable as shown in the figure below.

Figure 5: Create and Set Session Status

6. REGISTERING STUDENTS
- An admin can register students
- Click the Register student from the Menu and fill the form
- The following fields are optional: email, phone and passport

a. ALL STUDENTS
- To check all the students registered in a section, select All Students from the menu
- Select the session and click check to submit
- The following buttons exists on the displayed table –COPY, CSV, EXCEL, PDF and PRINT
  - I.   COPY: to copy the whole document and paste in another program like MS Word, click the copy and open the program and paste, which you can format into a table
  - II.   CSV: To export data into CSV, click the CSV button
  - III. EXCEL: To export the data into excel program, click the Excel button
  - IV.   PDF: To export the data into a pdf format, click the pdf button
  - V.   PRINT: To print the whole document, select print button
- To quickly search for a student, type the student name, admission number or any search criteria.

b. STUDENTS IN A CLASS
- To check the students in a particular class in a session, select session and term and submit
- With the displayed students in a class, you can select the quantity to display in a page, search the class for a students using name, admission number or any other criteria.

SN	NAME	ADMNO	DOB	GENDER	ADDRESS	DETAILS
1	ABANG MATHIAS OKUKWE	1598	2008/Feb/21	Male	OGOJA	
2	ABOH JOSEPH ODZIE	1600	2005/Nov/15	Male	OGOJA	
3	ABUA JOSEPH OGANI	1489	2007/May/9	Male	OGOJA	
4	ADAJE JOY YEGRA	1478	2007/Mar/7	Female	OGOJA	
5	ADI MARVELOUS O.	1607	2008/Jun/27	Female	OGOJA	
6	ADINYA PRECIOUS EBENYEN	1492	2007/Apr/22	Female	OGOJA	
7	ADUMA ANITA O.	1475	2007/Sep/15	Female	OGOJA	
8	AHETE AUWAL IDRIS	1518	2007/Aug/8	Male	OGOJA	
9	AKPAK ANNABEL TORITA	1606	2008/Dec/21	Female	OGOJA	
10	AKWUOBI JOSEPHINE CHINENYE	1549	2003/Mar/14	Female	OGOJA	

Figure 6: All students in a particular class for a session

7. TERM RESULTS COMPUTATION

STEP 1: SET THE NUMBER OF SUBJECTS FOR A CLASS

- A class subject number can be set by a staff or admin
- The first step is to set the number of subjects to be taken by a student in each class, select SET CLASS SUBJECT NO from the menu
- Select the Class, Session, Term and input the subjects number
- For staff, the class dropdown option are only the classes the staff have access to
- To check which classes the subjects number has been set, select session and term and click check

STEP 2: REGISTER A STUDENT SUBJECTS

- To register subjects carried out by a student in a class, use any of the following options:
a. Registration for a whole class: This option is used to register the whole class a subject
- Select Register Class a Subject from the Menu

Figure 7: Register Class a Subject

- Fill the form by selecting the Class (for a staff, only the classes the staff has access to will be displayed), session (only sessions whose status are editable), term and subject
- Click submit to register all the students a particular class.
  CAUTION: Before using this option, use the check dialog to confirm that the subject has not been registered before
- To check to subjects that have been registered for a class, use the right pane as shown in figure 7 above. Select the class, session and term
- All the subjects registered will be displayed with the number of students for each subject.
- This will help to determine if the number of students expected to be registered and the number actually registered.

b. Registration of subjects per student
- Use item 6(b) to obtain all students in a class or use the search from the dashboard to search for a student using name or admission number (item …..)
- Select a student from the displayed class
- Click on details
- The following window will display as shown in the below figure

Figure 8: Student Data

- The left pane displays the student information and current class
- Select the Term you want to register the students' subjects from the right pane
- The following dialog box will display showing the already registered subjects or none if the student has been registered any subject

Figure 9: Students' registered subjects and their Scores (here no subject has been registered thus far).

Do note the writing in red, which will either display the number of subjects the student is supposed to register or a warning that you have to first set the number of subjects to be taken by the student.

Figure 10: Students' registered subjects and their Scores (here subjects have been registered and scores entered).

Kindly note that the lock on the edit and delete, with Add subject are no longer active because the results have been computed and approved.

- Click the ADD button as shown in figure 9. The following window will display

Figure 11: Select subjects to register for a student

- Select all the subjects to be registered and click Add Subject Button
- The student's subjects has been registered.

STEP 3:ENTER STUDENTS SCORES IN EACH SUBJECT

- Use item 6(b) to obtain students in a class or use the search from the dashboard to search for a student (item .....) to get to figure 9.
- If subjects are registered but scores yet to be entered, the following window will display.
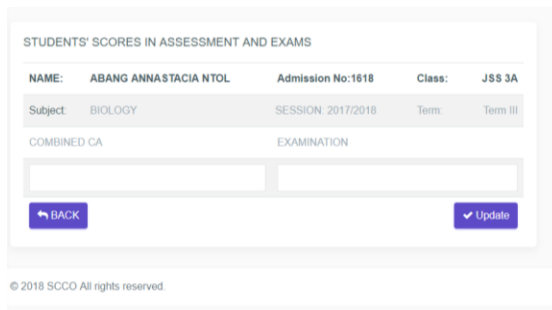
Figure 12: Student registered subjects but scores not yet supplied

- To enter scores for a particular subject, click the edit button for the subject
- The following window will be displayed

Figure 13: Scores for a student

- Supply the students CA and Exams. If exams are not yet computed, leave it empty.
- To correct a wrong score after submission, click edit and supply the correct score and update.
- When all the students subjects' records have been submitted, move to the next step.

STEP 4: COMPUTATION AND CONFIRMATION

- To finalize the results computation, select Term Subjects Scores (for admin users under Results Menu).
- The following window will display

Figure 14: Students scores in a subject for a term and session

- Select for each subject in a class. This step automatically calculates the grade, position of each student in a given subject and the grade.
- Once the above is complete, the results are ready for approval.

STEP 5: RESULTS APPROVAL BY AN ADMIN USER

- This is the final step which is not necessarily for results to be printed by staff but necessarily for students to print their results.
- Once results are approved, they can no longer be edited.
- To approve results, select **Approve Results** from Results menu.
- Select Session, Term and Class or All to approve for the whole school at once. Note that, if certain classes did not undertake the exams like SS 3 OR JSS 3, kindly approve by each class.

Figure 15: Results approval

- Use the left pane to check classes whose results have been approved for a particular session and term

- If there is need to disapprove results for a class, click the disapprove icon displayed by the class.

Once results have been approved, they can be printed by both staff and students.

8. ANNUAL RESULT COMPUTATION

Annual results computation does not require any further action. The following steps are required:

- Select Annual Subject Scores from Results Menu.
- Select the Class and Session

			JSS 1B STUDENTS PERFORMANCE IN BASIC SCIENCE 2017/2018				
Show 10 ▾ entries						Search:
SN ▲	NAME ⇕	ADMNO ⇕	TOTAL MARKS ⇕	AVERAGE ⇕	POSITION ⇕	GRADE ⇕	REMARK ⇕
1	HARUNA JUWALETU O.	1528	273	91	1	A1	EXCELLENT
2	OKORO BENEDICT CHIGOZIE	1649	260	86.67	2	A1	EXCELLENT
3	NTAKPA EMMANUEL UGAH	1526	242	80.67	3	A1	EXCELLENT
4	AJALE NICHOLAS EJE	1491	237	79	4	B2	VERY GOOD
5	MOSHE CATHERINE ANNOH	1660	236	78.67	5	B2	VERY GOOD
6	ASHUO PRISCILIA DUTINAOLOOM	1536	232	77.33	6	B2	VERY GOOD
7	OKORI ELIZABETH ATANA	1655	231	77	7	B2	VERY GOOD
8	EGIME SOLOMON MOSHE	1493	229	76.33	8	B2	VERY GOOD
9	MOSHE FAVOUR ELKPIN	1559	229	76.33	9	B2	VERY GOOD
10	ONABE TREASURE KANONG	1548	228	76	10	B2	VERY GOOD
Showing 1 to 10 of 39 entries				Previous	1	2	3	4	Next

Figure 16: Annual Subject Scores

- View that the Scores are in order
- When all subjects have been viewed, Select Annual Results.
- Select the Print Button to print the Results

9. PROMOTING STUDENTS

- To promote a student, select Annual Results
- Click on the Promote icon for the particular student and the following window will display

Figure 17: Promoting a student

- The left pane of the window displays the student's information alongside his/her session's performance.
- The right pane indicate the session the student is to be promoted. Select a class to promote the student. If the student is to repeat the same class, select the same class from the dropdown list. However, since a student may not be demoted say from SS2 to SS 1, to reduce the search time and error of mistake, only the student's current class and above are always displayed.

10. RESULTS ANALYSIS

- The Results Analysis section displays graphically the students' performances in a particular subject in a class, class overall performance in the results and other useful statistical data using bar, pie and line charts and tables. This is aimed at facilitating decision making over students' performance.

a. STUDENT'S PERFORMANCE IN EACH SUBJECT: this is plotted using bar chart, where each subject's class average scores are plotted against each subject. To view this performance;
- Select (Results Analysis for Admin then) Class Performance from the Menu
- Select the Session and Term to view the performance for all the classes.

Figure 18: Performance Bar Chart showing students' performance in each subject in a class

b.   STUDENTS' OVERALL PERFORMANCE: This indicate the number of students that passed and those that failed in a particular class for a term using pie chart and tables. To view this:
   - Select Term Results Analysis (for admin through Results Menu).
   - Select the Term and session to view the performance.

Figure 19: Students results performance for a term in a class
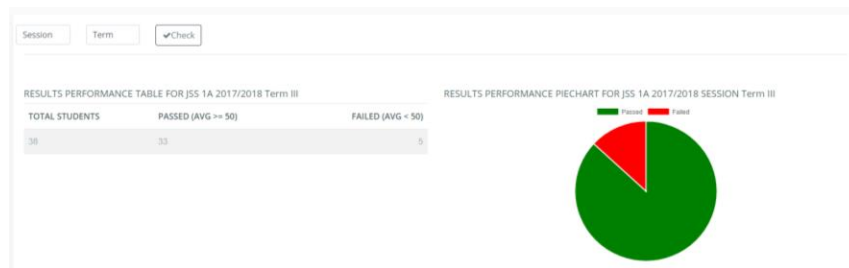
11.   MAKING AN ANNOUCEMENT
   - To keep the general public informed about the school, an announcement can be made on the site. This will be displayed on the Announcement section of the site on the home page. Only admins are permitted to make announcements. To make an announcement:
   - Select Make Announcement from the menu and the following window will display
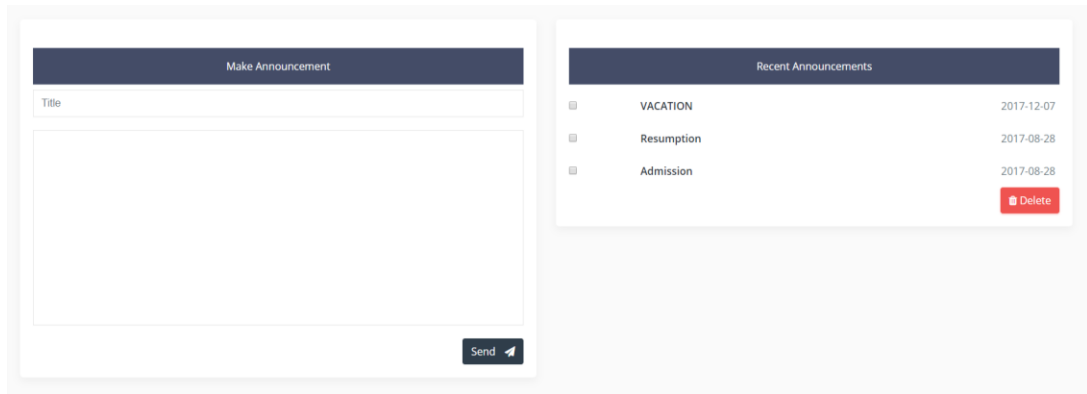
Figure 20: Make, edit and delete announcement

- Use the left pane to post new announcement
- Once posted, it will appear sorted (the most recent been the first) on the right pane. Click on the body to proof read, or select the checkbox in-front to delete.

12. READ USERS MESSAGES/COMMENTS
- This section shows the general site users comments. Select Users comments from the menu to view, read and delete comments.

13. SETTING A TERM'S SCHOOL FEES
- To set students' school fees, remember that you are setting the fees for the next term, for instance say we are in Term II 2017/2018 Session, the fees is set for Term III 2017/2018 Session.
- To set the school fees, select the section (Junior or Senior Section), the Session and term.
- Fill out all the fields and leave empty those that are not applied and click to submit
- To view details, use the right pane as shown in the below figure to view details for a particular term and session
- If there is need for modification, delete and refill the form accordingly.

Figure 21: setting the school fees page

14. TERM INFORMATION

- This information shows when the term started, when it ended and when the next term will start.
- This information is always represented on the students results
- Select Term Information to insert and view details
- You can delete and reset if there is any need for modification

Figure 22: Term information page

15. TERM NEW'S LETTER

- This section is used to post the school's newsletter either termly or annually.
- Before a newsletter is uploaded, you are to ensure that it is converted to pdf format
- Select newsletter section and select the term and session the newsletter is for and upload
- You can also view and delete any time

- Once a newsletter is published, it is available on all the pages of the site for visiting users.

16. SLIDING IMAGES
- The images on the home page can be changed by uploading sliding images
- Kindly ensure that suitable and light images are uploaded
- Select and upload
- You can also delete images from the sliders

17. SEARCH FEATURE OF THE SITE
- Any student information can be found by search using their names or admission number

  ♂

  Search icon
- From any page on the site, click the search icon on the first bar before the dashboard bar and simply type the student name or admission and press enter
- The system will display any found result as links to student's profile (shown in figure 8).
- For staff, you cannot view beyond the search results of those students that are not in the list of your assigned classes
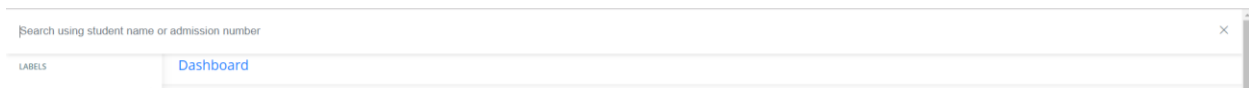
Search using student name or admission number	✕
LABELS	Dashboard

Figure 23: Search feature

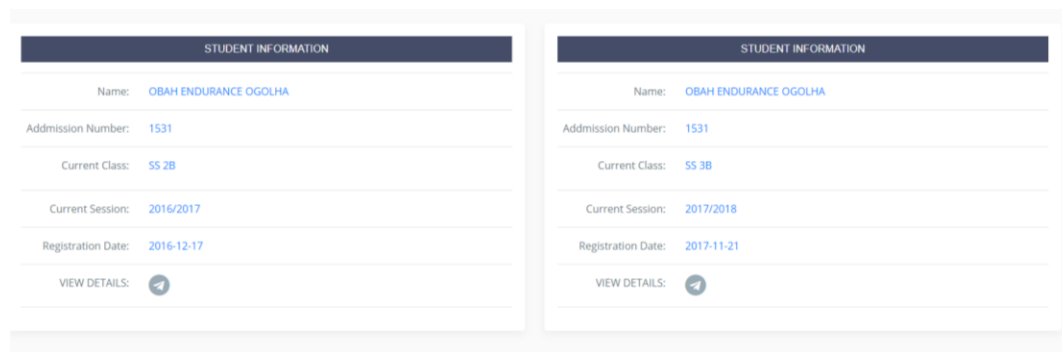| STUDENT INFORMATION		STUDENT INFORMATION	
Name:	OBAH ENDURANCE OGOLHA	Name:	OBAH ENDURANCE OGOLHA
Addmission Number:	1531	Addmission Number:	1531
Current Class:	SS 2B	Current Class:	SS 3B
Current Session:	2016/2017	Current Session:	2017/2018
Registration Date:	2016-12-17	Registration Date:	2017-11-21
VIEW DETAILS:	◁	VIEW DETAILS:	◁

Figure 24: search results for student named obah

18.   USER PROFILE

- The users' profile is located at the top right corner of the any page.
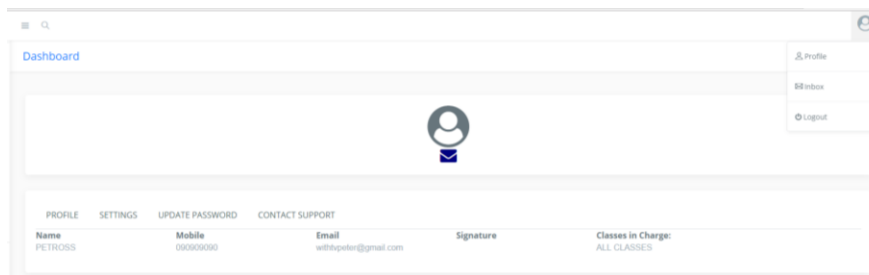
Figure 25: A user profile

- It has three drop-down items: Profile, Inbox and Logout
a. The Profile: the profile contains the users' information, where to update profile information, where to update password (change password) and a support link
    - To edit a users' information, click on the SETTINGS nav and update
    - To change Password, click on UPDATE PASSWORD to change the password
    - To contact the developers about any bug or challenge, use the CONTACT SUPPORT to request help
b. The Inbox: This contains the link to the User's email address. Each staff can be assigned a corporate email address and can be contacted with. If you don't have a mail, contact Management
c. Logout: Anytime you want to logout of the system, click on the logout link to logout properly from the system.

THANK YOU

END.